

City of Belmont
Parks & Recreation Department



Amended 11/4/20

Facility & Picnic Use Policy

The purpose of the Facility & Picnic Use Policy is to assure that the facilities and picnic areas are utilized for recreation, cultural, leisure and community service purposes and that the best programming is used to meet the total needs and interest of the community. While this policy is primarily for a special event, the facilities are available for extended rental use through the Department.

The major use of the facilities and picnic areas will be made by the Parks and Recreation Department and other recreation groups. When facilities are utilized by private or special interest organizations, use fees may be charged.

The City of Belmont Parks & Recreation Department has facilities and picnic areas available for use by the public.

TWIN PINES SENIOR AND COMMUNITY CENTER

Twin Pines Park
20 Twin Pines Lane

TWIN PINES LODGE

Twin Pines Park
40 Twin Pines Lane

TWIN PINES COTTAGE

Twin Pines Park
7 Cottage Lane

TWIN PINES MANOR

Twin Pines Park
10 Twin Pines Lane

SPORTS COMPLEX CONFERENCE CENTER

550 Island Parkway

PICNIC AREAS:

Twin Pines
Meadow, Buckeye,
Redwood
Alexander Park

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Adopted February 1980
by the Belmont City Council
Approved July 2004 and
Amended May 2013 and November 2020 by the Parks & Recreation Commission

FACILITY AND PICNIC RESERVATION HOURS

Twin Pines Senior and Community Center

Monday-Thursday: 4:00pm-10:00pm/music off by 9:00pm
Friday & Saturday: 8:00am-12:00am/ music off by 11:00pm
Sunday: 8:00am-10:00pm/music off by 9pm

Twin Pines Lodge, Cottage, and Manor

Monday-Thursday: 8:00am-10:00pm/music off by 9:00pm
Friday & Saturday: 8:00am-12:00am/ music off by 11:00pm
Sunday: 8:00am-10:00pm/music off by 9:00pm

Sports Complex Conference Center

Monday-Thursday: 8:00am-10:00pm/music off by 9:00pm
Friday & Saturday: 8:00am-12:00am/music off by 11:00pm
Sunday: 8:00am-10:00pm/music off by 9:00pm

Twin Pines Meadow Picnic Area

Friday-Sunday: 8:00am-8:00pm

Twin Pines Buckeye & Redwood Picnic Area

Monday-Sunday: 8:00am-8:00pm

Alexander Park Picnic Area

Saturday & Sunday: 8:00am-8:00pm

(Saturday & Sunday reservations require a 4 hour minimum)

GROUP TYPE

- Group 1: City sponsored programs or Parks & Recreation Department programs that include recreation classes, events, and activities.
- Group 2: Belmont-based non-profit organizations whose scope and purpose is recognized as a recreation or community service to Belmont citizens.
These organizations must:
a) Have an official organizational structure and provide tax exempt letter and/or tax ID number of the organization.
b) Require that membership must be open to the general public.
c) Have 50% or more Belmont resident participation.
- Group 3: Non-Belmont non-profit organizations which meet criteria a) and b) above.
- Group 4: Private use for events such as weddings, receptions, dinners, etc.
- Group 5: Commercial use where the business or professional is engaged in activities for private gain or profit.

RESERVATION GUIDELINES

A. Facilities and picnics are reserved on a first come, first-served basis.

B. Group 1: May reserve a facility or picnic area 12 months in advance.

C. Groups 2 & 3: May reserve a facility or picnic area 6 months in advance. Non-profit reservations must provide an IRS tax-exempt letter stating the non-profit status and the organization's Tax ID number at the time of reservation.

D. Group 4 & 5: Belmont residents may reserve a city facility or picnic area up to 12 months in advance Friday-Sunday and 6 months in advance Monday-Thursday. Non-residents and Commercial users may make a reservation 10 months in advance Friday-Sunday and 5 months in advance Monday-Thursday.

D. Community Wide Events: Events open to the public and determined by the Parks & Recreation Department to be in the public interest may be scheduled up to twelve (12) months in advance.

E. Appeals: Any appeal related to the Facility Use Policy should be directed to the Parks and Recreation Department staff. Any further appeals shall first go to the Parks & Recreation Commission and then, if necessary, go to City Council. All appeals to the Parks and Recreation Commission and City Council must be in writing and filled with the City Clerk.

FEE SCHEDULE

Fees for all groups are listed in the current fiscal year master fee schedule

<https://www.belmont.gov/Home/ShowDocument?id=16677> . These fees will be calculated at the time the reservation is made.

PAYMENT OF FEES

A. For facility reservations, the security deposit and a non-refundable processing fee are due at time of submission of the completed application for a permit. The remaining fees will be due thirty (30) days prior to the event or program.

B. Picnic reservation fees are due when the reservation is made.

REFUNDS, CHANGES, AND CANCELLATIONS

A. Full refunds will be granted only if the cancellation is made at least 90 days prior to the scheduled event. Reservations cancelled less than 90 days prior to the event shall forfeit their security deposit or the contracted rental amount, whichever is less. Picnic reservations are non-refundable. Exception: For "rained out" picnics, the renter must contact the department the first business day following their reservation to receive a refund (minus the processing fee.)

B. The security deposit is fully refundable provided the event did not exceed the designated hours identified on the permit, and the facility was left in the condition as agreed upon in the facility use permit. The security deposit will be refunded within 2-4 weeks after the event or program. See the CLEANING AGREEMENT section for more information.

C. Rental charges will not be pro-rated should the rental end prior to the departure time identified on the permit.

D. Reservation date changes will be accepted no less than 30 days prior to the event date and subject to availability. Change of date fees are \$50 for facilities and \$25 for picnic reservations. Written or email notification is required for these requests.

RESERVATION INFORMATION

A. Applications for the use of Parks & Recreation facilities must be submitted no less than 30 days in advance of the date of intended use. Special consideration may be made for time sensitive events like memorial services. Picnic reservations can be made 2 weeks in advance. Facility availability can be viewed online only. Picnic reservations may be viewed and submitted online. Date holds for facility or picnic reservations is not permitted.

B. Completing and submitting the application to the Parks and Recreation office is a request only, NOT a reservation confirmation. All applications will be reviewed by the Parks & Recreation Department after submission. Approved confirmations will be emailed within two weeks. Applications not approved will be discussed with the applicant for revision and submission.

C. Applicants must provide arrival and departure times on the application. The arrival time is when the facility will be unlocked, and the renter or caterer may begin setting up for the event. The departure time is when the renter will leave the facility, with clean-up and removal of all items completed. Thus, setup, clean up, and actual event time will ALL be included in the permit hours identified. It is important that all groups adhere to the times identified on their permit. **Failure to leave the facility by the identified departure time on the permit may result in the forfeiture of the security deposit.**

D. Facility use permits will be issued only to adults 21 years or older. Groups composed of participants under 21 years of age must be supervised by one (1) adult for every twenty (20) participants at all times during the event. This also includes the outdoor picnic areas. The renter must be one of the adults who will be supervising the event.

E. Permits cannot be transferred, assigned, or sublet. **The renter must be in attendance during the event.**

F. The Parks & Recreation Department reserves the right to cancel or change any use of facilities and/or equipment. If possible, alternate accommodations will be provided, but not guaranteed.

ALCOHOL REGULATIONS

A. The City of Belmont reserves the right to place restrictions on the consumption and possession of alcoholic beverages in accordance with State Law and City Council policy.

B. Any facility event serving alcohol or over 100 guests, is required to obtain liability insurance. Please refer to the EVENT INSURANCE section for more information on the process. Picnic reservations with 100 guests or more or serving alcohol will also be required to provide liability insurance.

C. Permission to serve, consume, or sell alcoholic beverages during the event must be requested when the application is submitted. Permission may be considered up to one month before the date of the event, provided the renter has enough time to obtain liability insurance.

D. Underage drinking is strictly prohibited.

E. Any facility use permit serving alcohol with 150 guests or more, will require a security guard. Please refer to the EVENT SECURITY section for more information on the process.

F. Beer may be served in cans or a keg. No individual glass beer bottles are permitted.

G. If alcoholic beverages are to be sold, the renter must receive an approval letter from the Parks & Recreation Department for a Belmont Police Department recommendation for a temporary alcoholic beverage license. Then, they must obtain and provide to Belmont Parks & Recreation Department proof of a one-day liquor license from the Alcoholic Beverage Control (ABC) Board a minimum of three (3) working days prior to the event. The original ABC License must be displayed during the event.

H. The renter must remove all beverages and empty containers from the facility and/or park immediately after the event. All empty containers must be disposed of in the appropriate recycling bins.

I. Waterproof mats are required for any indoor bar area in any part of the facility.

J. Beverage coolers are not permitted on the floor for facility rentals, unless waterproof material or mats are used underneath to absorb any leaks.

EVENT INSURANCE

A. All facility rentals either open to the public, serving or selling alcohol, over 100 guests, or if it is deemed to be hazardous to life or property are required to provide proof of liability insurance (Certificates and Endorsements.) The City of Belmont is not responsible for accidents, injury, illness, or loss of group or individual property.

B. Liquor liability is required if alcohol will be served or sold; host liquor liability is required if alcohol will only be served.

C. A minimum of \$1,000,000 general liability insurance will be required for claims and liabilities for personal injury, death, or property damage.

D. A Certificate of insurance must be provided to the City by an authorized insurance agent (with the agent's name, title, email, and phone number) and contain the following endorsements:

The City of Belmont, its elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers are named as additionally insured.

The insurer waives the right of subrogation (the right of recovery against others) against the City of Belmont, its elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers; and

The coverage must be primary and any other insurance carried by the City shall be excess over such insurance.

Certificates should be issued to:

City of Belmont
1 Twin Pines Lane
Belmont, CA 94002

E. Insurance certificates and endorsements are due no later than 30 days prior to the event.

F. Picnic reservations over 100 people and serving alcohol will be required to provide liability insurance.

EVENT SECURITY

A. For any event with 150 guests or more and alcohol is served, 1-2 security guards will be required. For events with 150-200 people, 1 guard will be required and for events 200-250 people, 2 guards will be required.

B. When a renter needs security for an event in a City Facility, it will be the responsibility of that person to secure the services of a licensed security company to provide security at the event. A copy of the security company's license and signed contract must be provided to the City at least two (2) weeks prior to the event or the event may be cancelled. When security services are provided, the security company shall provide security services for both the indoor facility and associated parking areas.

C. Security guards must be present at the event start time (when guests arrive) and they must be contracted till the renter departure time identified on the permit, or until all guests have left, whichever is later. The Parks & Recreation Department reserves the right to cancel the event if this requirement is not enforced by the renter. Belmont Police will be notified to assist with enforcement.

D. An event can be terminated and forfeiture of the rental deposit will occur if the services of the Police Department are required due to a disturbance at the event; or, the applicant who signed the permit, accepted the liability and all other conditions of the facility rental is not present at the event. This policy section applies to all events, whether or not security services are required for the event.

BOUNCE HOUSES AND ANIMALS

A. Bounce houses are only permitted for picnic reservations. A permit must be obtained from the Parks & Recreation Department.

B. Animals such as petting zoos and pony rides are not permitted in any of our picnic sites.

C. Bounce houses are prohibited from use in any indoor facility. They must be setup and placed in designated picnic areas, as identified by the Parks & Recreation Department. They must also follow the sizing requirements identified by the department.

D. The Parks & Recreation Department has an approved vendors list, with certificates of insurance on file, for those vendors only. If renters select these vendors for their event, they will not need to provide additional Certificates of Insurance. If renters prefer to use a vendor not on the list, then a Certificate of Insurance will be required from the vendor.

E. If not using an approved vendor, the renter must provide the vendor's Certificate of Insurance to the Parks & Recreation Department at least two (2) weeks prior to the event date. This certificate must name the City of Belmont as one of the insured parties. A description of any special equipment and/or animals to be used must be added to the certificate.

F. A supplemental security deposit of \$250 will be required. This is fully refundable, provided the area is left in the condition as agreed upon in the reservation request. Any associated costs for damages or additional cleanup arising from the use of the bounce house, will be deducted from the security deposit. The security deposit will be returned within 2-4 weeks after the event.

MUSIC/SOUND

A. Lodge/Cottage/Manor:

- 1) PA systems, microphones, speakers, amplified music, DJs, and taped music are permitted.
- 2) Amplified live bands are not permitted.

- 3) Amplified sound is not permitted outside the building.
- 4) If the indoor music/sound becomes excessively loud in the judgement of the staff on duty, the renter will be asked to lower the volume. Failure to do so, will result in loss of use of music/sound. Belmont Police may be contacted for enforcement.

B. Twin Pines Senior and Community Center and Sports Complex Conference Center:

- 1) PA systems, microphones, speakers, amplified music, DJs, and taped music are permitted.
- 2) Amplified sound is not permitted outside the building.
- 3) If the music/sound becomes excessively loud in the judgement of the staff on duty, the renter will be asked to lower the volume. Failure to do so, will result in loss of use of music/sound. Belmont Police may be contacted for enforcement.

C. Picnic Areas:

- 1) Amplified live bands and DJs are prohibited.
- 2) If music at a picnic event becomes too loud, the renter may be asked to lower the volume by Belmont Parks & Recreation staff. Failure to do so, will result in loss of music/sound. Belmont Police may be contacted for enforcement.

CLEANING AGREEMENT

A. Picnics:

- 1) The renter is responsible for making sure the area is clean and all trash is thrown away in the appropriate receptacles.
- 2) All decorations and signage must also be removed. Failure to do so will jeopardize any future reservations and may be subject to additional cleanup fees.

B. Facilities:

- 1) For events with 100 guests or more, the renter must pay the custodial fee. Fees vary for each facility. Custodial service is available for events under 100 guests, as an optional service. The renter can add it to their reservation. Payment is due, along with the final payment, 30 days before the event. Additional custodial service requests will be accepted no later than a week before the event date and subject to availability.
- 2) Regardless of number of guests, all facility renters are responsible for collecting and throwing away all garbage after their event. All items must be thrown away in the appropriate garbage, compost, and recycling containers. The City of Belmont encourages the renter to use recycled or environmentally sound materials wherever practical.
- 3) It is the responsibility of the renter to leave the facility in order, with all event items removed before the departure time. For renters cleaning up after their event, staff will have cleaning equipment and supplies available for use. Staff will check in renter at the arrival time and complete the Facility Rental Checklist form to verify the condition of the facility. A walk through and signature is required by both staff and renter. At the end of the event, staff and the renter will again review the condition of the facility, conduct a final walk through, and sign the Facility Rental Checklist. **Failure to do this by the renter, will result in forfeiture of the entire security deposit.**
- 4) Based on the checklist, part or all of the security deposit may also be withheld if cleanup items are not completed or the renter fails to leave the facility by the designated departure time. Any on-site concerns can be further discussed with designated Parks & Recreation staff.
- 5) In case of any damage to the facility or equipment, the renter will be charged for the damage. Note: any damage discovered by the renter upon entering the building, should be immediately brought to the attention of staff on duty.

GENERAL REGULATIONS

A. The Parks & Recreation staff is responsible for the enforcement of rules governing the use of the facility and must be in attendance whenever facilities are in use. The responsibility for conduct of guests/participants rests with the renter. The staff on duty shall have the right to enter all facilities at any time.

B. Any person violating the established rules and regulations or constituting a public nuisance will be required to leave the facility.

C. The misuse of the facilities, failure to conform to park regulations, or any other applicable City rule, regulation, or ordinance will be sufficient reason for terminating the permit without notice.

D. The Parks & Recreation Department may refuse facility use to anyone who has previously damaged a facility or left it in poor condition.

E. Gambling is prohibited. Bingo may be considered as stipulated by City Ordinance #598 allowing bingo. Lotteries, raffles, and games of chance may be considered if they abide by the stipulations in State Penal Code Sections 319 through 330.

F. Smoking is prohibited in city parks and all indoor facilities. Exceptions: Designated patio areas of the Cottage, Lodge, and Senior Community Center.

G. Open flames are not permitted inside any city facility.

PROHIBITED ITEMS

A. Please refer to the latest facility and picnic rental information packets for items not permitted in facilities and parks. This includes rules pertaining to decoration, music/sound, food, vendor deliveries, etc. <https://www.belmont.gov/home/showdocument?id=19500>